

**RULES  
OF  
THE TENNESSEE DEPARTMENT OF CORRECTION  
ADMINISTRATIVE SERVICES DIVISION**

**CHAPTER 0420-1-2  
RELEASE OF INMATE RECORDS INFORMATION**

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**0420-1-2-.01 POLICY.** Information contained in inmate records maintained by the Department of Correction will be available to the public upon demand, except for the information which is confidential by law or the release of which would place the safety of an employee, law enforcement officer or informant, or other inmate in jeopardy.

**Authority:** T.C.A. §§4-3-603, 4-3-606 and 4-6-140. **Administrative History:** New rule filed September 19, 1989; effective December 27, 1989.

**0420-1-2-.02 LOCATION.** The Department of Correction's official inmate record files are located in the Rachel Jackson State Office Building, 320 Sixth Avenue North, Nashville, Tennessee. Institutions may not release information from their inmate institutional files directly to the public.

**Authority:** T.C.A. §§4-3-603, 4-3-606 and 4-6-140. **Administrative History:** New rule filed September 19, 1989; effective December 27, 1989.

**0420-1-2-.03 REQUEST FOR INMATE INFORMATION.** Any individual wanting to view and/or retrieve information contained in a current or former inmate's record must first submit a written request for the desired information. This request for information must include:

- (1) The name, address and telephone number of the person making the request,
- (2) The reason for the request, and
- (3) What information or documents are requested. (A list of available information will be provided on request.)

**Authority:** T.C.A. §§4-3-603, 4-3-606 and 4-6-140. **Administrative History:** New rule filed September 19, 1989, effective December 27, 1989.

**0420-1-2-.04 ACCESS.**

- (1) Because the Department of Correction maintains its inmate records on microfilm, advance arrangements to view and/or retrieve information from the Department's inmate record files must be made.

(Rule 0420-1-2-.04, continued)

- (2) Arrangements to view and/or retrieve information from inmate record files may be made by contacting:

Public Information Officer  
Department of Correction  
Fourth Floor, Rachel Jackson State Office Building  
320 Sixth Avenue North  
Nashville, Tennessee 37243-0465

- (3) Members of correctional, law enforcement, judicial or social services agencies should contact:

Manager  
Operational Support Services  
Management Information Services  
Department of Correction  
Ground Floor, Rachel Jackson State Office Building  
320 Sixth Avenue North  
Nashville, Tennessee 37243-0465  
(615) 741-0737

**Authority:** T.C.A. §§4-3-603, 4-3-606 and 4-6-140. **Administrative History:** New rule filed September 19, 1989; effective December 27, 1989.

**0420-1-2-.05 PROCESSING OF REQUEST FOR INMATE INFORMATION.** The manager of the Department's operational support services section, or a designee, will be responsible for gathering and initially reviewing the requested inmate information and will respond directly to information requests originating from members of correctional, law enforcement, judicial or social services agencies. The public information officer shall respond to all other requests for inmate information after obtaining the desired information from the operational support services manager/designee. While the actual time for processing a request for inmate information will depend upon the volume of requests received and the complexity of the information desired, an effort should be made to respond to the request within two weeks of its receipt. There will be a charge of \$10.00 plus 20 cents per page for providing copies of any requested information.

**Authority:** T.C.A. § 4-3-603, 4-3-606 and 4-6-140. **Administrative History:** New rule filed September 19, 1989; effective December 27, 1989.

**0420-1-2-.06 CONFIDENTIAL INMATE INFORMATION.**

- (1) The following information is considered confidential and shall not be released to the general public absent a valid court order or subpoena:
- (a) Inmate medical or mental health records.
  - (b) Inmate educational records.
  - (c) Investigative records or reports of the Department's internal affairs section.
  - (d) The name or any identifying information relating to any Department of Correction employee, law enforcement officer or informant or inmate, the public disclosure of which would tend to place the safety of said individual in jeopardy

(Rule 0420-1-2-.06, continued)

Inmates may, however, review and obtain copies of their educational, medical or mental health records as provided for in Department of Correction policy, and copies of these records may be released with the inmate's consent.

- (2) Any individual whose request for information from an inmate's record is denied shall be informed of the reason for the denial of the request and may appeal any such denial to the commissioner, or an individual designated by the commissioner to hear such appeals.
- (3) Any individual whose request for inmate information is denied following appeal to the commissioner, or his designee, may obtain judicial review of the denial pursuant to *T.C.A. §§10-7-505*.

**Authority:** *T.C.A. §§4-3-603, 4-3-606, 4-6-140 and 10-7-504. Administrative History:* *New rule filed September 19, 1989; effective December 27, 1989.*